



Position –Executive Assistant to MD cum Administration
Location – Hyderabad.

Intro - Pranaya Group is a dynamic company headquartered in the U.S.A promoted by veteran people with successful ventures into retail pharmacies, Hotels, and Reality businesses. The group has diversified into the Pharmaceutical Manufacturing business in India and the Corporate office based out of Hyderabad.

The group has forayed into mainstream manufacturing business

- API's
- Advance Intermediates
- Formulations
- Semi-Formulations.

Job description –

Roles and Responsibilities of Executive Assistant to MD cum Administration

- Organizing & coordinating external communication (with potential and current clients, partners and associates etc.)
- Coordinating, acting as interface between internal functions of the organization and the top management & following up appropriately on internal and external commitments.
- Assisting MD and handling day to day secretarial activities, giving administrative support, travel management, co-ordination with departments, handling personal work, MIS reports etc.
- Drafting emails and communications.
- Excellent Coordination skills.
- Impeccable spoken and written professional English.
- Maintain the MD Agenda and assist in planning appointments, board meetings, conferences etc.
- Ability to multitask.
- Capable of independently preparing different reports.
- Strong computer skills and MS Office proficiency.
- Candidate should be sincere and responsible for all secretarial work.
- Good in handling social media accounts (Facebook, Instagram, Twitter and other) posting etc.
- Coordinating, acting as interface between internal functions of the organization and the top management & following up appropriately on internal and external commitments.

- Experience providing support to multiple professionals and managing competing priorities.
- Ability to work in a high performing culture, under pressure and with time-sensitive deadlines.
- All administrative works like vendor management, Bills processing, payments and negotiation with vendors and all outside parties to smooth function of organization.
- Monitoring and processing bills and payments, maintaining petty cash.
- Arranging and handling conferences, office events/
- Maintaining of attendance records of employee

Required Candidate profile:

- Preference given to woman candidate
- Graduate / Post Graduate/ MBA
- Excellent written and verbal communication skills.
- Proficiency in using MS Office.
- Ability to maintain a realistic balance among multiple priorities.
- 2-3 years' experience in similar profile.
- Preferred Local Candidates from Hyderabad
- Preference: who could join immediately

CTC:

40k - For Experienced candidates

25k - For Freshers

Contact:

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